

Reading Guide

for DOE Order 5482.1B, *Environment, Safety, and Health Appraisal Program*

Objectives

After studying this order, you should be able to:

- Identify its purpose and scope;
- Discuss the key terms and essential elements; and
- Distinguish between personnel responsibilities and authorities.

These objectives will be tested by your ability to pass a quiz with a score of 16 out of 20 or better. In addition, you should be able to discuss the following topics with your supervisor:

- The process by which DOE line management determines an appropriate level of coverage by a facility representative;
- The factors that may be considered to adjust the established level of coverage;
- What constitutes acceptable contractor work performance in categories as defined by the order; and
- The methods by which Order noncompliance is determined and communicated to contractor and DOE management.

Time

You will need approximately two hours to read the order, complete the study guide, and take the quiz.

Materials

This study guide and quiz, a copy of the order, a highlighter, and a pen.

Certification

Contact your training coordinator for a copy of the quiz pertaining to this order. Upon passing the quiz, complete the attached certificate for your file.

Developed by the Oakland Operations Office, Training and Development Branch, with assistance, in support of Technical Qualification Standard: Facility Representative, Competency 2.1.

For additional copies, contact Margaret Smeaton at (510) 637-1840.

Reading Guide

As you read DOE Order 5482.1B, use the guide below to focus your thinking and to prepare for your discussion of this order with your supervisor. Taking the time to write your thoughts down will help you retain the information longer and make it more useful to you on the job. Be sure to write down questions that you have as you go and find a source—perhaps your supervisor—to answer them. You may also wish to highlight sections most pertinent to your job so that you can use the order as a job aid for future reference.

Overview

In your own words, state the:

- a. Purpose of the order

- b. Scope of the order

Key Terms

In your own words, briefly define the following key terms:

Environment Survey

Environmental Audit

Functional Appraisal

Technical Safety Appraisal

Finding

In your own words, state the objective of the Department's ES&H appraisal program.

Responsibilities

Distinguish between the key responsibilities of the following personnel:

Program Senior Official (PSO)

Assistant Secretary for Environment, Safety and Health

Heads of Field Organization

DOE Contractor

What ramifications does this order have for facility representatives?

Make a list of your personal responsibilities as detailed in this order.

Points of Interest

Note items you wish to discuss with your supervisor or that you want to remember for future reference.

Certificate of Completion

Please complete the certificate below. Provide a copy to your personnel office to include in your file and keep the original for your own reference.

*I hereby confirm that I took the quiz for DOE Order 5482.1B,
Environment, Safety, and Health Appraisal Program and*

() passed

() did not pass

with a score of 16 out of 20 or higher.

Signed _____ Date _____

Accepted by Supervisor _____ Date _____

*I have discussed DOE Order 5482.1B, Environment, Safety, and Health
Appraisal Program, with _____ and am confident
that he/she has a familiarity-level knowledge of the order.*

Supervisor's Signature _____ Date _____